



# TANF 706-3

## EMPLOYMENT and TRAINING

### Education and Training

<b>Supersedes:</b>	TANF 701-3a (01/01/12)
<b>References:</b>	ARM 37.78.103, .807, .812, .826; HB 555; SB 385; MCA 53-4-209
<b>TANF EMPLOYMENT and TRAINING POLICY</b>	
<b>Overview:</b>	<p>Educational training consists of structured, competency-based activities with a set curriculum/learning plan that teaches job-specific skills necessary to perform tasks and functions required in specific jobs or occupational clusters.</p> <p>Educational training opportunities are available at the contractor's discretion within their budget.</p>
<b>SPECIALIZED TRAINING PLACEMENTS</b>	<p>Training must provide the TANF client with a marketable skill and/or certificate (that the client does not already have) that leads to employment in the local job market at a wage sufficient to support their family.</p> <p>Individual or group specialized training, pre-apprenticeship, apprenticeship or internship methods can be used to provide job specific skills.</p> <p>Training costs cannot exceed \$5,000 per client per state fiscal year.</p>
<b>PARENTS AS SCHOLARS FOR TANF CASH CLIENTS</b>	<p>A TANF client is eligible to participate in the PAS if the client:</p> <ol style="list-style-type: none"><li>1. Meets all TANF basic eligibility requirements and be receiving TANF cash;</li><li>2. Is a full-time student (as defined by the educational institution);<ol style="list-style-type: none"><li>a. Post-secondary education; or</li><li>b. High school, High School Equivalency Test (HiSET) or vocational training.</li></ol></li><li>c. Is enrolled in an:<ol style="list-style-type: none"><li>i. approved educational program in the Montana university system, community college, tribal college, private college or other accredited college in Montana with the goal of obtaining an associate's or bachelor's degree, or</li><li>ii. Online post-secondary courses are countable as long as the credits earned are transferrable in their entirety to the Montana university system.<ol style="list-style-type: none"><li>1. The number of semester credits must be comparable to the number that defines a full-time post-secondary student in Montana.</li><li>2. Proof that the online college is accredited and credits are transferrable to the Montana university system is required.</li></ol></li></ol></li></ol> <ol style="list-style-type: none"><li>3. Accredited high school or training program approved by the department; and</li><li>4. Has exhausted 12 months of Vocational Educational Training while receiving TANF and be in good standing with the educational program.<ol style="list-style-type: none"><li>a. This requirement does not apply to High school and HiSET participants.</li></ol></li></ol> <p>Once approved, to retain their PAS slot, the student must continue to be enrolled in an approved educational program or online curriculum, meet all basic TANF requirements and meet the following:</p> <ol style="list-style-type: none"><li>1. Maintain a cumulative 2.0 GPA on a 4.0 scale or be making satisfactory progress (as defined by the institution);</li></ol>

	<p>a. PAS matches financial aid rules regarding GPA and academic probation. The student must verify:</p> <ol style="list-style-type: none"> <li>i. Current GPA (at the semester end); and</li> <li>ii. Class registration for the next semester with a minimum of 12 credits.</li> </ol> <p>2. Ensure course work will lead to a certificate or degree in an approved program;</p> <p>3. Not have a bachelor's degree or current certificate in a field in which they've already received a degree or certificate;</p> <p>4. Maintain monthly face-to-face contact with the E&amp;T case manager and school counselor throughout PAS participation. This is necessary to ensure ongoing case management, E/SP compliance and satisfactory progress in their comprehensive plan; and</p> <p>5. Develop a plan for study course completion and attainment of a degree or certificate, regardless of the number of TANF months remaining on their TANF time clock.</p> <p>When a TANF cash client is approved for PAS participation and is granted a slot, the slot is retained during school breaks (Spring, Summer, etc.) as long as the client continues to participate in negotiated work activities per their current E/SP. Alternate activities must be negotiated during school breaks to ensure weekly participation hours are met.</p> <p>If the client's TANF cash case is closed due to sanction, their slot is forfeited.</p>
<b>EDUCATION PAYS FOR TANF NON-CASH CLIENTS</b>	<p>The Education Pays program allows "work-eligible" TANF clients to pursue educational training while receiving incentives for completing educational goals. TANF clients cannot receive both Education Pays and TANF cash in the same month.</p> <p>Allowable incentive rates are UP TO:</p> <ul style="list-style-type: none"> <li>• \$300 per month for meeting monthly educational goals;</li> <li>• \$200 for completion of a certificate program or associate's degree; and</li> <li>• \$300 for completion of a bachelor's degree.</li> </ul>
<b>EFFECTIVE DATE:</b>	January 1, 2017